

# COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

16 OCT 26 AM 9:18

**Instructions:** Use this form as a cover sheet for any paperwork you may need to submit to the Office of Public Records in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. **Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.**

SUBMIT DIRECTLY TO THE **OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING**

Name of Traveler: Lauren Marshall

Employing Office/Committee: Warner

Private Sponsor(s) (List all): Jobs for the Future (JFF)

Travel Date(s): August 16-19, 2016

Description/Title of Attached Forms: RE-1 Form (final version); PSTCF (final version)

Purpose of Amendment (describe the reason for amending original submission): Post-travel submission is incomplete. The travel documents referenced above that were submitted to OPR are not the final version of the documents.

10/24/16  
(Date)

Lauren Marshall  
(Signature of Traveler)

**EMPLOYEE PRE-TRAVEL AUTHORIZATION**

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

PM 4:33

Final

Name of Traveler: Lauren Marshall

Employing Office/Committee: Senator Mark R. Warner

Private Sponsor(s) (list all): Jobs for the Future with a grant from the Joyce Foundation

Travel date(s): August 16-19, 2016

*Note: If you plan to extend the trip for any reason you must notify the Committee.*

Destination(s): Seattle, Washington

Explain how this trip is specifically connected to the traveler's official or representational duties:

The state of Washington and the Seattle region are known for the high quality of their career and technical education, workforce development, and postsecondary education systems. All of the staff invited have primary responsibility over these federal issues in their offices. **AS LC on education and workforce, this experience will inform my work in the office.**

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

7/18/16  
(Date)

Lauren M. Marshall  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

Senator Mark R. Warner

Lauren Marshall

I, Senator Mark R. Warner hereby authorize Lauren Marshall  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

7/18/16  
(Date)

Mark R Warner  
(Signature of Supervising Senator/Officer)

Staffer Assigned G. Kilker

Date Assigned 2/19/16

Case No. 26804

## United States Senate

SELECT COMMITTEE ON ETHICS  
HART SENATE OFFICE BUILDING, ROOM 220  
SECOND AND CONSTITUTION AVENUE, NE  
WASHINGTON, DC 20510-6425

July 22, 2016

Lauren Marshall  
Office of Senator Mark R. Warner  
United States Senate  
Washington, DC 20510

Dear Ms. Marshall:

This responds to your recent correspondence concerning an invitation you received to travel to the Congressional Staff Network on Workforce and Economic Security Issues, in Seattle, Washington on August 16-19, 2016, sponsored by Jobs for the Future (JFF).<sup>1</sup> JFF certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*<sup>2</sup> related to the travel and that it is neither a lobbyist, nor lobbying firm, nor an agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. JFF also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal, and that no registered lobbyist will accompany you at *any point throughout your trip*.<sup>3</sup>

Based on information and materials available to the Committee, and assuming the actual travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip may be accepted under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, JFF is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

<sup>1</sup> Based on the information you submitted, the Committee understands that, for a personal purpose, you intend to extend your trip in Seattle for approximately 6 hours after the conclusion of the officially related events. You are personally responsible for any additional expenses incurred as a result of extending your trip.

<sup>2</sup> The term "necessary expenses" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

<sup>3</sup> The term "any point throughout your trip" has a specific definition. See *id.* at 2.



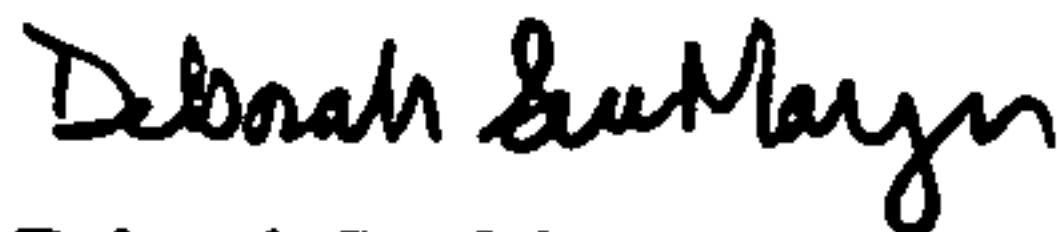
provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) within 30 days of the conclusion of Privately-Sponsored Travel.<sup>4</sup>

Finally, Senate Rule 34 requires a reporting individual,<sup>5</sup> on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$375 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their annual Financial Disclosure Report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,



Deborah Sue Mayer  
Chief Counsel and Staff Director

Enclosures: Travel Checklist

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<sup>4</sup> Trip extensions for any purpose do not extend this deadline.

<sup>5</sup> A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$123,175 for CY 2016) or is a political fund designee and is required to file an annual Financial Disclosure Report.

Final

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Jobs for the Future with a grant from The Joyce Foundation.
2. Description of the trip: See Attachment two and three.
3. Dates of travel: August 16 2016 - August 19, 2016
4. Place of travel: Seattle, Washington
5. Name and title of Senate invitees: See Attachment two.
6. I *certify* that the trip fits one of the following categories:
  - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
  - ~~OR~~
  - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
  - ~~AND~~
  - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
  - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
  - ~~AND~~
  - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

~~OR~~

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

~~OR~~

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

N/A

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

See attachment three.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:  
See attachment three.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:  
See attachment three.



15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

See Attachment three.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$350.00 - \$1000.00 (includes all travel, airfare, and ground transportation. See attachment four)	\$608.00 (over three nights. See attachment four)	\$258.00 (will not exceed government per diem. See attachment four)	N/A
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

b) The trip involves an events that are arranged or organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

See attachment two.

19. Name and location of hotel or other lodging facility:

Best Western, The Executive Inn (Seattle, Washington) 200 Taylor Ave N Seattle, WA 98109

20. Reason(s) for selecting hotel or other lodging facility:

The hotel was chosen due to it's location and fair pricing.



21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The lodging and meal expenses align with the federal government travel per diem. See attachment four for more details.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

There will be coach airfare travel. *only*.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby certify that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: *Maria Flynn*

Name and Title: Maria Flynn, Senior Vice President

Name of Organization: Jobs for the Future

Address: 122 C St NW Washington, D.C.

Telephone Number: 617-728-4448

Fax Number:

E-mail Address: mflynn@jff.org

**Attachment 2.**

**Congressional Staff Network for Workforce and Economic Security Issues  
Senate Invitee List  
August 16, 2016 Site Visit to Seattle, WA**

**Senate Staff:**

Laura Berntsen, Senior Human Services Advisor, Senate Finance Committee

Diane Browning, Legislative Assistant, Office of Senator Hatch

Manuael Contreras, Legislative Aide, Senate HELP Committee

Ashley Eden, Senior Health and Education Advisor, Office of Senator Booker

Allen Ernst, Legislative Assistant, Office of Senator Portman

Juliana Herman, Legislative Assistant, Office of Senator Bennet

Bill Knudsen, Education Policy Advisor, Senate HELP Committee

/ Lauren Marshall, Legislative Assistant, Office of Senator Warner

Bryce McKibben, Policy Advisor, Senate HELP Committee

Karishma Merchant, Legislative Assistant, Office of Senator Kaine

Katie Neal, Legislative Assistant, Office of Senator Hatch

Steve Townsend, Professional Staff Member, Senate HELP Committee

Russel Wade, Legislative Assistant, Office of Senator Kaine

David Weisshaar, Fellow, Senate HELP Committee

**Senate staff have been invited as a result of their work on education and workforce development issues.** All have primary responsibility over these federal issues in their offices. The site visit will focus on highly successful education and workforce programs in the state of Washington and the Seattle region.

**Reason for Selecting Location:** The state of Washington and the Seattle region is known for the high quality of their career and technical education, workforce development and postsecondary education systems. All of these systems work together in support of a comprehensive skills development system. The visit will provide staff with a great deal of

information about the importance of training that is geared to the needs of high demand employers.

### **Attachment 3.**

- A) Role of Sponsor.** Jobs for the Future (JFF) selects sites and topics of interest around which to base site visits and forums, taking into account congressional staff interest, the quality of programming, and whether or not these programs have a relationship to workforce development and education policy. JFF develops and executes the agenda; arranges logistics for the trip; and communicates with the staff. The Joyce Foundation provides a grant to Jobs for the Future to convene and implement the Congressional Staff Network on Workforce and Economic Security Issues.
- B) Purpose of the Trip and Mission of the Sponsor.** Jobs for the Future is interested in the development of education, training and supportive programs and policies that expand opportunities for low income and disconnected youth and adults to attain the education, training and credentials necessary to find good jobs and family sustain careers. JFF's work is informed by research, analysis, and best practice. The purpose of this trip is to examine high quality and innovative education and workforce training programs that focus on the economic needs of the state, the Seattle area, its employers and its people. Staff will see innovative programs that meet the skill needs of the region's critical industries, talk with students, teachers, state and local officials and employers who are involved in the development and in carrying out these programs.
- C) History Carrying out Site Visits.** Jobs for the Future has carried out the Congressional Network on Workforce Development and Economic Security for over five years. As part of that work we have held numerous local forums and conducted multiple site visits where senior congressional staff have the opportunity to see high quality workforce programs and learn from experts and practitioners on the ground, about the impact of federal policy in their fields of responsibility. Our visits have included programs in: Charlotte, NC; Bridgeport, CT; Cincinnati, OH; Madison, WI; Philadelphia, PA; Detroit, MI, Wichita, KS, and Nashville, TN. The purpose of these trips (and the Network) is to provide in-depth learning opportunities for staff on workforce, education, and economic security issues.
- D) Other Education Activities.** JFF works with partners around the country to design and drive the adoption of education and career pathways leading to college and career readiness and career advancements for those struggling to succeed in today's economy. In more than 100 communities across 39 states, JFF improves the pathways leading from high school to college to family-sustaining careers.

### **Attachment 4: Good Faith Estimates for Senate Staff Travel and Meal Expenses**

Airfares are estimated to range from \$350.00 to \$1000.00 (fares reflect different departure locations and increases as seats become more limited- all are coach fares.

Two staff members will attend meetings in Seattle but will pay for their airfare through other means as the result of a longer stay in Seattle (per discussions with the Ethics Committee). This will be noted in their individual paperwork.

**On the ground transportation:**

Taxis from Airport to Hotel: Estimated at \$50.00 x 7 taxis divided by 25 travelers = \$14.00

Transportation (via bus) for two and a half days of site visit: \$2500 divided by 25 staff = Approx. \$100 each.

Meals: Expenses for meals will not exceed per diem totals of \$55.00 on first and last day of travel; and \$74.00 per day for Aug. 17 & 18.

Hotel: The hotel meets the federal per diem daily rate for Seattle of \$202.00 per day.



**Final**



**Congressional Staff Site Visit  
August 16-19  
Seattle, Washington  
Working Agenda**

**Tuesday, August 16, 2016**

**8:00 to 10:43 AM      American Flight from DCA to Seattle**

**11:30 AM              Depart on Bus from Airport to Workforce Development Council (WDC)  
of Seattle-King County  
2003 Western Avenue, Suite 250  
Seattle, WA 98121**

**12:30 to 3:30 PM      Meeting/Working Lunch at WDC Offices**

**Welcome and Introductions**

**Overview of Washington State's and Seattle's Economy, Demographics,  
and Comprehensive Workforce Development System and Strategies**  
-- Discussion will include: Washington's/Seattle's Efforts on Sector  
Strategies, Career Pathways, Partnerships, Strategies for Serving Special  
Populations, and Reemployment Strategies in Unemployment Insurance

**Marlena Sessions, Chief Executive Officer, Workforce Development  
Council (WDC) of Seattle-King County**

**Eleni Papadakis, Executive Director, Workforce Training and Education  
coordinating Board, Washington**

**Dale Peinecke, Commissioner, Department of Employment Security,  
Washington (Invited)**

**3:30 to 5:00 PM      Tour of Downtown Worksource (One-Stop) Center**

**5:00 PM              Travel to Hotel**

**6:30 PM              Informal Dinner (Time/Place TBD)**

### **Wednesday, August 17, 2016**

**7:30 AM              Breakfast at Hotel (individual but pre-paid)**

**8:15 AM              Depart on Bus for Lake Washington Institute of Technology**

**9:00 AM              Lake Washington Institute of Technology (LWIT)**

**Overview of Washington's community and technical college system and of Washington's I-BEST program**

- Dr. Amy Morrison Goings, President, LWIT
- Representative Phyllis Gutierrez-Kenney, State Board of Community and Technical Colleges (SBCTC)
- Jan Yoshiwara, Deputy Executive Director of Education, SBCTC
- Nancy Dick, Director of Workforce Education, SBCTC
- Jon Kerr, Director of Basic Education for Adults, SBCTC
- William Durden, I-BEST Policy Associate, SBCTC
- Doug Emory, Dean, LWIT
- Suzy Ames, Dean LWIT

**Demonstration of I-BEST Integrated Teaching Model**

**Digital Gaming & Media Program Discussion and Viewing of Student Final Projects**

**Lunch w/ Students and Staff**

**12:00 PM              Lunch with I-BEST students & faculty**

**1:15 PM              Depart LWIT for Maritime Training Center (travel by bus)**

**2:00 PM              Arrive Maritime Training Center**

2:00 to 5:00 PM

**Maritime Training Center at Vigor Industrial -- Project Overview**  
(Partnership with South Seattle and the WDC of Seattle-King County)

- Instructor and Navigator, Maritime Training Program
- Marléna Sessions, CEO, Seattle-King County WDC
- Joshua Berger, Governor's Maritime Sector Lead

**Center Tour**

**Overview of South Seattle College Apprenticeship Education and Training Center and Programs**

- Jason Petrait, Director of Special Projects, South Seattle College

5:00 PM

**Depart Maritime Center to Hotel (travel by bus)**

6:30 to 8:00

**Informal Dinner (Place TBD)**

**Thursday, August 18, 2016**

8:00 to 9:00 AM

**Breakfast in Hotel**

**Discussion with Washington Technology Industries Association (WTIA) Apprenticeship Program**

9:15 to 10:00 AM

**Depart for Everett Community College (travel by bus)**

10:00 to 11:30 AM

**Overview of Everett Community College's Aerospace Training Program, the Statewide Aerospace Consortium, the Aerospace and Advanced Materials Manufacturing Center of Excellence, and Industry Partnerships**

- Dr. David Beyer, President, Everett Community College
- Dr. John Bonner, Vice President of Corporate & Workforce Training Everett Community College
- Mary Kaye Bredeson, Aerospace and Advanced Materials Manufacturing Center of Excellence Director

11:30 to 12:30

**Tour of Aerospace Training Program (see training facility; meet with teachers and students)**

**12:30 to 1:30 PM      Lunch** (Continued discussion of Washington's Aerospace Community College Consortium, its importance to the state's economy, and a preview of what staff will see at Boeing)

**1:30 PM                Depart Everett Community College for Boeing Training Center**  
(travel by bus)

**2:00 PM                Boeing Tour and Meeting with Boeing and Community College**  
**Officials**

**Tour Boeing Manufacturing Facility** (Meet with Boeing officials to discuss how Boeing and other aerospace/aviation manufacturers are partnering with Washington's Community Colleges to meet the education and skill needs of the aerospace industry – from the employer perspective; See the critical nature of skills training by witnessing the manufacturing of Boeing aircraft.)

- **Michelle Burreson, Senior Manager of Workforce Development & Integration at Commercial Airplanes, Boeing**
- **Gina Breukelman, Community Investor, Health & Human Services and Global Corporate Citizenship, Boeing**

**4:00 PM                Depart Boeing for Hotel (travel by bus)**

**Debrief on Bus – Staff will discuss what they have seen over the course of the site visit, particularly the policy implications and lessons learned** (Key Initiatives Examined in Visit: WIOA implementation; career pathways; sector strategies; I-BEST; innovative workforce development and community college/business partnerships; apprenticeship; postsecondary Career and Technical Education).

**5:00 PM                Return to Hotel**

**6:30 PM                Informal Dinner**

## **Friday, August 19, 2016**

**TIME                    Depart Hotel for Airport (travel to airport by cab or shuttle)**

**8:05 AM                Flight SEA to DCA**